



B. J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director

Georgia Department of Human Resources • Division of Mental Health, Developmental Disabilities and Addictive Diseases
Two Peachtree Street, NW • Suite 22.224 • Atlanta, Georgia 30303-3171 • 404-657-7857

TRAINING ANNOUNCEMENT

NEW PROVIDER ORIENTATION for Providers of Services For Persons with Developmental Disabilities

To: Potential, New and Established Providers of Developmental Disabilities Services
Regional Coordinators

From: Stephen Hall, Ph.D., Director, Division of MHDDAD, Office of Developmental Disabilities

CC: Division Management Team
Regional Hospital Administrators

Date: May 2, 2006

The purpose of this memo is to notify you of this training on Thursday and Friday, June 1 & 2, 2006 for potential, new, and established providers of Developmental Disabilities Services.

Title: New Provider Orientation for Providers of Services for Persons with Developmental Disabilities

Dates / Time: This two-day training will take place on **Thursday and Friday, June 1 & 2, 2006**. The doors open for sign-in at 8:00 and the training will take place from 8:30 to 5:00 each day. **Participants should plan to attend both days in order to learn about all topics.**

Description: This two-day training, provided twice a year, is designed to cover a variety of topics relevant for new, potential and established provider organizations that serve consumers with developmental disabilities. All organizations wishing to become providers of DD Services are encouraged to attend.

The agenda includes the following topics:

- Philosophy, Values and Best Practices for Developmental Disabilities
- MR Waivers and CMS Protocol
- Division's Quality Improvement Section
- Corrective Action Processes
- Individual Service Planning and Plans of Care
- Intake and Evaluation, Level of Care, and Support Coordination
- Natural Support Enhancements
- Proper documentation in consumer records
- Prevention of abuse and reporting of deaths and serious incidents
- Contractual requirements including reporting
- Accreditation, Certification and Licensure of providers
- Dept. of Community Health (Medicaid) Policies and Processes
- Billing and reimbursement

Audience: Those invited to attend include:

- New or recent providers of services for persons with developmental disabilities
- Potential providers who want to learn about requirements for developmental disability providers in Georgia
- New staff (especially supervisors and managers) from established providers who need orientation to the above topics
- Regional and State Office Staff
- Support Coordination and Intake/Evaluation Staff

Presenters: Staff from DHR's Division of Mental Health, Developmental Disabilities & Addictive Diseases and from the Department of Community Health

Location: This training will be held in at:
Middle GA Technical College - Admin. Bldg A (Auditorium)
80 Cohen Walker Dr.
Warner Robins, GA 31088
478 988-6833 or 478 988-6852

For driving directions to the campus, as well as a building map, please visit:
<http://www.middlegatech.edu/site.asp?r=8>

Registration: **Please fax or email the Registration Form on Page 3 no later than May 25, 2006.** Email address is RegistrationMHDDAD@dhr.state.ga.us and fax number is (404) 463-4186, ATTN: Tracie Al'Belar.

Provision of an email address (either your email at work or home, or a supervisor's email address) **is necessary in order to facilitate contact regarding your participation in this training.**

Lodging, etc: **While there is no charge to participants for this training, participants are responsible for making their own travel, lodging, breaks and meal arrangements.**

Recommended lodging is the Hampton Inn-Warner Robins, 4000 Watson Boulevard, Warner Robins, Georgia, 31093, Tel: 478-953-9443.

For directions from your location to the Hampton Inn, use www.mapquest.com or other mapping websites.

The Division is not able to provide snacks, coffee, or lunch; there are restaurants nearby. Please note: no food or beverages are allowed in the auditorium.

Presenters have no control over temperature in the auditorium, so we suggest you dress in layers.

CEUs: No CEUs will be given for this training, but certificates of attendance will be provided to those who attend both days of the training.

Contact: For more information, contact Tracie Al'Belar, Training Coordinator at (404) 657-2291 or via email: RegistrationMHDDAD@dhr.state.ga.us



B. J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director

Georgia Department of Human Resources • Division of Mental Health, Developmental Disabilities and Addictive Diseases
 Two Peachtree Street, NW • Suite 22.224 • Atlanta, Georgia 30303-3171 • 404-657-7857

NEW PROVIDER ORIENTATION
For Providers of Services for Persons with Developmental Disabilities
Thursday and Friday, June 1 & 2, 2006

Name: _____ Job Title: _____

Full Name of Your Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email address (please print): _____ @ _____

Confirmation of registration will only be provided for those who give an email address.

Please indicate the MHDDAD Region(s) that your organization serves:

Region 1	Region 3	Region 5
Region 2	Region 4	-----

Please indicate which of the following best describes your organization:

- ____ New provider of DD Services – less than one year of providing services.
 ____ Not yet providing services, but interested in learning more about contracting with DHR.
 ____ Established provider of DD Services but our organization has not attended this orientation in the past.
 ____ Established provider of DD Services and someone from our organization previously attended New Provider Orientation, but we have additional employees that would benefit from attending.

Please Email or Fax Registrations for New Provider Orientation by May 25, 2006
to Tracie Al'Belar, Training Coordinator RegistrationMHDDAD@dhr.state.ga.us
Or Fax to (404) 463-4186. Questions? Call or email Tracie @ 404 657- 2291.